

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik; Duchac; Frohling; Greshay; and Schmidt.

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, June 2, 2015 at 9:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; James Mielke, County Administrator; Angi Zilliox, HR Specialist; Ruth Otto, IT Director; Dale Schmidt, Sheriff; Russell Freber, Physical Facilities Director; Shelby Miller, Administrative Services Coordinator; Trace Frost, Captain; Scott Smith, Chief Deputy.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Schmidt. Motion carried.

Marsik asked if anyone present had any public comments. None.

Motion by Schmidt to approve the minutes of the May 19, 2015 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Duchac to approve the minutes. Motion carried.

Miller addressed the Committee with a request to allow donations of sick time for an employee of the Human Services and Health Department who has received sick leave donations in the past and will exhaust the current donations. Miller explained that this employee has a serious health condition and is unable to return to work. Eske explained that she is currently on a County provided medical leave, which is approved through July 6, 2015.

Motion by Greshay to approve the request for donations of sick leave under the established guidelines and by doing so does not establish a practice or precedent. Second by Duchac. Motion carried.

Freber addressed the Committee with a request to allow on-call pay of \$2.25 per hour for the two (2) Mechanic III-Group Leaders. He explained that these two employees rotate on-call, with each one being on-call every other month. He explained that they are on-call during the weekdays for 16 hours per day and are on-call for 48 hours on the weekend. Freber handed out an analysis of what it would cost on a yearly basis for on-call pay per employee. Freber indicated that his current budget will be able to absorb the additional costs and that he will add these costs in the 2016 budget. Freber answered questions from Committee members.

Motion by Schmidt to approve the request as presented. Second by Duchac. Motion carried.

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Otto addressed the Committee regarding a new County Texting Policy. Otto went through the policy and answered questions from Committee members. She explained that the IT Committee and Corporation Counsel have reviewed and approved a prior version of this policy, however, when she later discussed this at Management Council suggestions were made to make changes regarding using personal cell phones to text. She stated that the draft the Committee was reviewing today has been amended to include the suggestions made at Management Council. She stated she will update the IT Committee at their next meeting.

Motion by Duchac to approve the policy as presented and to include it in the Dodge County Employee Policy and Procedure Manual. Second by Frohling. Discussion followed concerning text messages on employee's personal phone and open records requests. Otto indicated that that would be up to the individual cell service carrier to release information. Motion carried.

Rains explained a survey he sent out to all Wisconsin counties regarding wage compression within their respective Sheriff's Departments. He explained the results of the survey and answered questions from Committee members. Rains stated that among the counties that have addressed this issue the most common approach has been to establish a policy that provides at least a 5% difference in wages between command staff and their reports. Rains then explained three scenarios that could be given consideration in Dodge County. The first approach would be to apply this policy to all command staff at the Sheriff's Department; the second approach would be to apply this policy County-wide, in all departments; the third approach would be to apply this to only the Lieutenants in the Patrol and Detective Divisions. Rains stated that Mielke, Sheriff Schmidt, Chief Deputy Smith, Eske and he discussed the three scenarios and it was the consensus of the group to recommend scenario three. Specifically, the recommendation would be to move each of the Patrol Lieutenants and the Lieutenant in the Detective Division to step 7B on June 6, 2015. Sheriff Schmidt indicated that the current departmental budget would be able to absorb these increases. Sheriff Schmidt also indicated that he would like to add the Captain into scenario three. A lengthy discussion followed. It was the decision of the Committee to discuss the Captain separate from the Lieutenants.

Motion by Frohling to approve the recommendation to adopt a policy that provides at least a 5% difference in pay between the Lieutenants and the top pay of the Sergeants which places each Lieutenant at step 7B effective on June 6, 2015. He further stated that this will need to be reviewed when the union wages go up in 2016. Second by Greshay. Supervisor Schmidt stated that he would like the County to apply this policy Department wide and that he does not agree just with singling just these positions out. Vote called. Motion carried. Supervisor Schmidt voted no.

The Committee next discussed Sheriff Schmidt's recommendation to consider an increase to the Captain's wage. Sheriff Schmidt indicated that he would like to move the Captain to step 8A. Discussion followed.

Motion by Greshay to approve the recommendation. Second by Frohling. Supervisor Schmidt again voiced his concern that this is not being applied Department wide. Vote called. Motion carried. Supervisor Schmidt voted no.

Eske gave the Committee an update on the Kronos Project and answered questions from the Committee members. Mielke explained that the County received notice from the IRS that the

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County was being assessed a penalty for late payments for the first period of 2015. Mielke explained that the County received wrong information from Kronos staff regarding when the County needed to make payment to the IRS. Mielke stated that Julie Kolp, Finance Director, immediately called the IRS and explained the situation. The response from the IRS was that they would waive the penalty for the first quarter but that the County would be assessed a penalty for the late payments made in April and May. Mielke stated that as soon as this issue was brought to the County's attention the Kronos system was corrected so payments are now being made timely. Mielke stated that this will be on the agenda for the next Finance Committee meeting.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requisitions.

One (1) Account Clerk II – FT, Human Services & Health
One (1) Counselor I, II, III-AODA– FT, Human Services & Health
One (1) Imaging Technician - LTE PT, Register in Probate

Motion by Duchac to approve the Personnel Requisition as presented. Second by Schmidt. Motion carried.

Leave of Absence: Eske explained a leave of absence request for a county provided medical leave from an employee of the Human Services Department. Eske explained that this employee has exhausted her 2015 State and Federal FMLA. She stated that the employee is still unable to return to work due to her serious health condition. Eske explained that the employee has medical documentation to support the need for her to be off work due to a serious health condition.

Eske explained a leave of absence request for a county provided general leave of absence to care for a parent with a serious health condition from an employee of the Human Services and Health Department. Eske explained that this employee has not been employed by the County for at least one (1) year and therefore does not qualify for FMLA. Eske stated that she has medical documentation to support the need for her to care for her parent.

Motion by Greshay to approve both leave of absence requests as presented. Second by Frohling. Motion carried.

The Committee reviewed the remainder of the Salary, Wage, and Status changes as presented.

NEW HIRE: Lauren Pfaffenroth, 4-H Summer Agent, UW Extension, \$10.00, Pay Grade MSC19, Step 01ST, 5-26-15; James Kirchner, Maintenance Mechanic, Physical Facilities, \$20.18, Pay Grade DC05, Step ST04, 5-26-15; Michael Simons, Park Attendant-Harnischfeger, Land Resources & Parks, \$11.33, Pay Grade MSC13, Step 01ST, 5-26-15; Andrew Miller, Veterans Services Officer, Veterans Services, \$28.21, Pay Grade DC10, Step ST01, 5-31-15; Michael Eidem, Highway Seasonal, Highway Department, \$10.53, Pay Grade MSC08, Step 01ST, 5-26-15; Ashlyn Nehls, Highway Seasonal, Highway Department, \$10.53, Pay Grade MSC08, Step 01ST, 5-26-15; Lori Werth, HS Supervisor-ADRC/Aging Services, Human Services & Health, \$29.29, Pay Grade DC09, Step ST05, 5-26-15; Leah Uecker, Highway Seasonal, Highway Department, \$10.53, Pay Grade MSC08, Step 01ST, 6-15-15; Monica Miller, Highway Seasonal, Highway Department, \$10.53, Pay Grade MSC08, Step 01ST, 6-15-15. RE-HIRE: Miranda Gunn, Highway Seasonal, Highway Department, \$10.91, Pay Grade MSC08, Step 02ND, 5-26-15; Bethany Treder, Highway Seasonal, Highway Department, \$10.91, Pay

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Grade MSC08, Step 02ND, 5-26-15; Ryan Miller, Highway Seasonal, Highway Department, \$11.29, Pay Grade MSC08, Step 03rd, 5-26-15. STEP INCREASE: Cynthia Abel, Economic Support Specialist-Lead, Human Services & Health, \$21.68, Pay Grade DC06, Step ST03, 7-15-15; Lisa Hoffman, Economic Support Specialist II, Human Services & Health, \$19.65, Pay Grade DC05, Step ST03, 7-9-15; Jennifer Scharf, Social Worker I-CPS Ongoing, Human Services & Health, \$21.68, Pay Grade DC06, Step ST03, 6-16-15; Kelly Phelps, Social Worker II-CPS Ongoing, Human Services & Health, \$23.72, Pay Grade DC07, Step ST03, 6-27-15; Randy Kurtz, Excavator Operator, Highway Department, \$22.57, Pay Grade DC05, Step S09A, 7-29-15; Ann Hammann, Chief Deputy, Treasurer, \$20.71, Pay Grade DC05, Step ST05, 7-1-15; Julie Kolp, Finance Director, Finance Department, \$43.05, Pay Grade DC15, Step ST03, 7-8-15.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

HR Director's Report:

- a) Disciplinary Actions: Rains informed the Committee that the charging document is being finalized and will be presented to the Chair of the Law Enforcement Committee requesting the demotion of an employee of the Sheriff's Department.
- b) Grievances and Arbitrations: Rains stated that there is a potential grievance from the Sworn Union regarding the County's observance of the Fourth of July holiday on the Friday prior to the holiday. He stated that the Sworn Union labor contract states that a holiday falling on a Saturday or Sunday will be observed the following Monday. Mielke will advise the Sheriff's Department administration to inform the union that the County will allow Sworn union employees to observe the holiday on the following Monday.

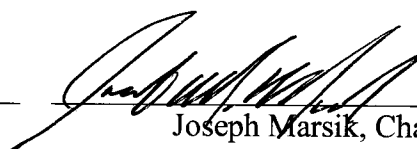
Future Agenda Items: June 16: Discussion and consideration regarding 2016 budget recommendations re: health and dental insurance rates and compensation plan adjustment.

Future Meeting Dates and Times:

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are **regular meetings on Tuesday, June 16, 2015 at 9:00 a.m. and Tuesday, July 7, 2015 at 9:00 a.m.**, both of which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 10:35 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.